



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'Idhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **ENVIRONMENTAL HEALTH SPECIALIST II**

Announcement Number: DOA 45-22

Open: March 4, 2022 Continuous

GENERAL PAY PLAN (GPP)

OPEN: M-01; \$40,762 P/A –M-10; \$55,958 P/A

PROMOTION: M-01; \$40,762 P/A –M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of specialized experience in environmental health protection/enforcement work and graduation from a recognized college or university with a Bachelor's degree in Biology, Chemistry or Physical Science, in Public Administration, Political Science, Community Planning, Economics, Natural Science, Engineering or related field; or

Three (3) years of experience in administrative professional, technical, or other work involved in gathering, analyzing and evaluating facts and information; making contacts with others and preparing written materials; and two (2) years of specialized experience in environmental health protection/enforcement work and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

Necessary Qualification Requirements

Registration as a Sanitarian (R.S.) with the National Environmental Health Association or with any of the States or Territories or certification of professional recognition in a specialized field by a professional organization may be required for certain positions in the class. Possession of a valid driver's license.

Nature of work

This is moderately complex professional work in environmental protection or the maintenance of environmental health in areas such as sanitary inspections, air and noise pollution control, radiological health, water and wastewater pollution control, pesticide control or solid waste control. Employees in this class perform environmental protection and health duties independently on an ongoing basis and participate in the full range of complex duties under close supervision.

Illustrative Examples of Work

Determines the nature and scope of environmental health problems to be investigated by collecting background information and delineating causal relationships; makes comprehensive analysis of problem by analyzing and correlating background information with on-site data. Plans or implements health-field investigations, inspections and surveys of industrial, residential, business or governmental establishments to assess compliance with current environmental laws pertaining to a specific controlled environmental condition in such areas as air and noise pollution control, radiological pollution, water and wastewater pollution, pesticide control or solid waste disposal; evaluates inspections of specialized environmental health areas by making limited interpretations regarding implications of situation observed and identifying environmental health standards, codes, and regulations that are applicable. Collects information by reviewing and compiling reports, literature and statistical data and by obtaining additional information from special resource persons. Implements and coordinates a phase of an environmental protection program. Provides educational assistance to staff by coordinating instructional job or training workshops or instructing staff on training modules; provides information and training to the public on environmental health matters by presenting lectures to groups of people requiring certification or preparing information for news media. Prepares recommendations for the removal or reduction of pollution sources and cites penalties for violations of the laws. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of a specific science in either chemistry, biology, or physical science. Knowledge of mathematics. Ability to apply and interpret laws, rules, regulations and procedures for a specific controlled environmental conditions. Ability to prepare recommendations for removal or reduction of a specific pollution. Ability to gather, collect, and analyze environmental pollutant samples. Ability to instruct the public and government employees on environmental health matters. Ability to implement and conduct inspections/investigations at industrial, residential, business or governmental establishments. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to prepare reports and maintain records. Skill in the safe operation of motor vehicle.

ENVIRONMENTAL HEALTH SPECIALIST II

OPEN COMPETITIVE EXAMINATION

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.